REQUEST FOR PROPOSAL DOCUMENT

E-TENDER FOR SUPPLY OF FOOD ARTICLES, DAIRY PRODUCTS, FRESH FRUITS & VEGETABLES, SWEETS AND COMMERCIAL LPG CYLINDERS FOR THE TRAINEES' HOSTEL MESS OF RCUES, LUCKNOW

Notification no.: URC/614/24/2026-27
Date: 17/08/2026

REGIONALCENTREFOR URBAN AND ENVIRONMENTAL STUDIES (RCUES), LUCKNOW

Adjacent Registrar’s Office, Lucknow University Campus, Lucknow-226007, Uttar Pradesh Ph- 0522-2740165(Tele fax), 2740108, rcueslucknow@gmail.com,www.rcueslucknow.org

TENDER DOCUMENT

REGIONAL CENTRE FOR URBAN & ENVIRONMENTAL STUDIES (RCUES), LUCKNOW

(Estd. by the Ministry of Housing & Urban Affairs, Government of India)

Adjacent to Registrar's Office, Lucknow University Campus
Lucknow – 226007

ANNUAL RATE CONTRACT (ARC)

FOR SUPPLY OF FOOD ARTICLES, DAIRY PRODUCTS, FRESH FRUITS & VEGETABLES, SWEETS AND COMMERCIAL LPG CYLINDERS FOR THE TRAINEES' HOSTEL MESS OF RCUES, LUCKNOW

Tender No.: **URC/614/24/2026-27**

Mode of Tender: Open e-Tender (Two Bid System) https://eprocure.gov.in/

- **Date of Issue:** 17.08.2026
- **Last date for pre-bid queries:** 24.08.2026, 17:00 hrs
- **Pre-bid conference:** 25.08.2026, 15:00 hrs
- **Response/corrigendum:** 28.08.2026
- **Last date for online submission:** 07.09.2026, 17:00 hrs
- **Technical Bid opening:** 09.09.2026, 15:00 hrs
- **Financial Bid opening:** To be intimated to technically qualified bidders.

Issued by

Director
Regional Centre for Urban & Environmental Studies, Lucknow

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SECTION I

NOTICE INVITING TENDER (NIT)

The Regional Centre for Urban & Environmental Studies (RCUES), Lucknow invites online bids from eligible suppliers/manufacturers/authorized distributors for entering into an **Annual Rate Contract (ARC)** for supply of food articles and allied consumables required for operation of the Trainees' Hostel Mess situated at RCUES, Lucknow.

The hostel caters to participants attending various training programmes organized by RCUES throughout the year. The requirement of food items is variable and depends upon the number and duration of training programmes conducted.

The successful bidder shall supply food articles strictly on an "as and when required" basis during the contract period.

Nature of Contract

- Annual Rate Contract
- No quantity is guaranteed.
- Orders shall be placed only as per actual requirement.

Contract Period

One Year

Extendable for another one year on satisfactory performance and mutual consent.

Procurement Method

Open Competitive e-Tender

Two Bid System

1. Technical Bid
2. Financial Bid

Estimated Value

Estimated Annual Procurement

Rs. 20 Lakhs.

(This is indicative only and does not guarantee procurement of the estimated quantity.)

Earnest Money Deposit (EMD)

Rs. 50,000/-

MSME/NSIC registered bidders shall be exempted as per Government rules.

Performance Security

Performance Security: 5% of the Estimated Annual Procurement Value, i.e. ₹1,00,000/- (Rupees One Lakh only). The successful bidder shall furnish the Performance Security within 15 days from the date of issue of the Letter of Acceptance. The Performance Security shall remain valid for 60 days beyond the completion of the contract period.

Eligibility

Only those bidders fulfilling the eligibility criteria mentioned in Section V shall be considered.

Important Note

RCUES does not guarantee any minimum quantity or minimum value of procurement.

Purchase orders shall be issued depending upon hostel occupancy and training schedules.

Right of RCUES

RCUES reserves the right to

- accept any bid,
- reject any bid,
- reject all bids,
- cancel the tender,

without assigning any reason whatsoever.

The decision of the Director, RCUES shall be final and binding.

SECTION II

TENDER INFORMATION SHEET

S.No.	Particular	Details
1.	Tender Inviting Authority	Director, RCUES Lucknow
2.	Name of Work	Annual Rate Contract for Supply of Food Articles

S.No.	Particular	Details
3.	Tender Type	Open e-Tender
4.	Bid System	Two Bid
5.	Contract Type	Annual Rate Contract
6.	Contract Period	One Year
7.	Extension	One Year (Subject to satisfactory performance)
8.	Place of Delivery	RCUES Trainees Hostel, Lucknow
9.	Delivery Schedule	As per Purchase Orders
10.	Inspection Authority	Hostel Manager / Authorized Officer
11.	Payment	Monthly
12.	Price Basis	Unit Rate
13.	Taxes	GST Extra as applicable
14.	Bid Validity	120 Days
15.	Performance Security	5% of the Estimated Annual Procurement Value = ₹1,00,000/-
16.	Arbitration	Lucknow
17.	Jurisdiction	Courts at Lucknow

S. No.	Description	Schedule
1	Date of Issue of RFP	17.08.2026
2	Last date and time for receiving pre-bid queries	24.08.2026 by 17:00 hrs
3	Date and time of Pre-bid Conference	25.08.2026 at 15:00 hrs **Online Meeting through Zoom App.** **ID: - 896 4779 7001** **Password: - 123456**
4	Publishing of responses to Pre-bid queries	28.08.2026 To be uploaded on https://eprocure.gov.in/
5	Bid due date and time	07.09.2026 by 17:00 hrs Online submission through https://eprocure.gov.in/
6	Date and time of opening of Technical Bid	09.09.2026 at 15:00 hrs on https://eprocure.gov.in/
8	Date and time of opening of Financial Bid of qualified bidders	To be communicated through E-Mail / e-procurement portal to technically qualified bidders
9	Estimated Annual Procurement Value	Rs. 20,00,000/- approximately per annum (Indicative annual procurement value; no minimum quantity or minimum procurement value is guaranteed.)
10	Bid Processing Fee / Tender Fee	Rs. 10,000/- + applicable GST (non-refundable)
11	Bid Security (EMD)	Rs. 50,000/- MSME/NSIC registered bidders shall be exempted as per applicable Government rules.

S. No.	Description	Schedule
12	Performance Security	The Supplier shall furnish Performance Security equivalent to 5% of the Estimated Annual Procurement Value, i.e. ₹1,00,000/- (Rupees One Lakh only).
13	Address for Communication	Regional Centre for Urban and Environmental Studies (RCUES), Lucknow Adjacent Registrar's Office, Lucknow University Campus, Lucknow-226007, Uttar Pradesh Ph.: 0522-2740165 (Telefax) Email: rcueslucknow@gmail.com Website: www.rcueslucknow.org
14	Validity of Bids	120 days from the date of opening of the Technical Bid

Important Instructions

The bidder shall carefully read the entire tender document before submission. Submission of the bid shall be deemed to constitute unconditional acceptance of all terms and conditions. Incomplete bids shall be rejected. Conditional bids shall not be considered.

SECTION III

DEFINITIONS

Unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

3.1 Authority

"Authority" shall mean the **Regional Centre for Urban & Environmental Studies (RCUES), Lucknow**, an autonomous institution under the Ministry of Housing & Urban Affairs, Government of India, acting through its Director or any officer authorized by the Director.

3.2 Employer / Purchaser

The terms "Employer", "Purchaser", "Institute", or "RCUES" shall mean RCUES Lucknow.

3.3 Bidder

A Bidder means any legally registered individual proprietorship, partnership firm, LLP, company, cooperative society, authorized distributor, dealer, or supplier who submits a bid in response to this tender.

3.4 Successful Bidder

The bidder whose bid is accepted by RCUES and who receives the Letter of Acceptance (LoA) shall be referred to as the Successful Bidder or Supplier.

3.5 Supplier

Supplier means the successful bidder with whom RCUES enters into an Annual Rate Contract for supply of goods under this tender.

3.6 Annual Rate Contract (ARC)

Annual Rate Contract means an agreement whereby the supplier agrees to supply specified goods at approved unit rates during the contract period against individual Purchase Orders issued by RCUES. The ARC does not guarantee any minimum quantity or value of procurement.

3.7 Purchase Order

Purchase Order (PO) means the written order issued by RCUES specifying the quantity, delivery schedule and place of delivery of goods required under the contract.

3.8 Goods

Goods shall include all food articles, groceries, dairy products, fruits, vegetables, sweets, Commercial LPG cylinders and any other item included in the Bill of Quantities.

3.9 Contract

Contract means the agreement executed between RCUES and the successful bidder together with the Tender Document, Corrigenda, Letter of Acceptance, Purchase Orders and all documents incorporated therein.

3.10 Day

Day means a calendar day unless otherwise specified.

3.11 Working Day

Working Day means any day on which RCUES remains open for administrative work, excluding notified holidays.

3.12 Approved Brand

Approved Brand means the brand specified in the technical specifications or any equivalent brand accepted by RCUES that conforms to prescribed quality standards.

3.13 Perishable Goods

Perishable Goods include milk, paneer, vegetables, fruits, sweets and other food items having limited shelf life requiring immediate consumption or refrigerated storage.

3.14 Competent Authority

Competent Authority means the Director, RCUES Lucknow or any officer authorized by the Director to exercise powers under this contract.

SECTION IV

INSTRUCTIONS TO BIDDERS

4.1 General

RCUES invites online bids under a Two-Bid System comprising:

a. Technical Bid

b. Financial Bid

The contract shall be awarded through an open competitive bidding process.

4.2 Cost of Bidding

The bidder shall bear all costs associated with preparation and submission of the bid. RCUES shall not be responsible for these costs irrespective of the outcome of the bidding process.

4.3 Tender Documents

The bidder shall carefully examine all sections of the tender document.

Failure to furnish any information required by the tender may render the bid liable for rejection.

4.4 Clarifications

Any clarification regarding the tender shall be sought in writing or through the e-procurement portal before the last date prescribed in the tender schedule.

Clarifications issued by RCUES shall form part of the tender document.

4.5 Amendment of Tender

RCUES reserves the right to amend, modify or withdraw the tender at any time before the submission deadline.

Any corrigendum shall be published on the e-procurement portal and shall form part of the tender.

4.6 Language

The bid and all supporting documents shall be submitted in English. Certificates in Hindi may be accepted if issued by Government authorities.

4.7 Currency

All prices shall be quoted in Indian Rupees (INR).

4.8 Bid Validity

The bid shall remain valid for a period of **120 days** from the date of opening of the Technical Bid.

4.9 Submission of Bids

The bid shall be submitted electronically through the https://www.eprocure.gov.in portal.

The Technical Bid and Financial Bid shall be uploaded separately.

No manual submission shall be accepted unless specifically permitted.

4.10 Documents comprising Technical Bid

The Technical Bid shall include:

- Covering Letter
- GST Registration Certificate
- PAN Card
- FSSAI Licence
- Registration Certificate of Firm
- Experience Certificates
- Turnover Certificates
- Non-Blacklisting Declaration
- MSME Certificate (where applicable)
- Signed Tender Document
- All Annexures duly completed

4.11 Financial Bid

The Financial Bid shall contain only the duly filled Bill of Quantities (BOQ).

No conditions or qualifications shall be attached to the Financial Bid.

4.12 Late Bids

Bids received after the prescribed date and time shall not be considered.

4.13 Opening of Technical Bids

Technical Bids shall be opened on the date specified in the Tender Schedule in the presence of bidders who choose to attend.

4.14 Evaluation of Technical Bids

RCUES shall evaluate Technical Bids to determine whether:

- eligibility criteria are fulfilled;
- all required documents have been submitted;
- the bidder possesses the required financial and technical capability;
- the bid substantially complies with the tender conditions.

4.15 Opening of Financial Bids

Only technically qualified bidders shall be invited for opening of Financial Bids.

4.16 Evaluation of Financial Bids

Evaluation shall ordinarily be based on the **lowest evaluated cost (L1)** for each Schedule/Lot as specified in the BOQ.

RCUES reserves the right to award one or more schedules to different bidders where such an approach is considered advantageous and is provided for in the tender.

4.17 Acceptance of Bid

RCUES does not bind itself to accept the lowest bid.

The decision of the Competent Authority shall be final and binding.

4.18 Confidentiality

Information relating to evaluation of bids shall not be disclosed to bidders until the award of contract.

4.19 Right to Reject

RCUES reserves the right to reject any or all bids without assigning any reason.

SECTION V

ELIGIBILITY CRITERIA

Important Note – Eligibility and Technical Evaluation

The eligibility criteria specified under **Section V – Eligibility Criteria** are **mandatory minimum requirements** for participation in the tender. A bidder failing to satisfy any mandatory eligibility criterion shall be treated as **technically non-responsive** and shall not be considered for further technical or financial evaluation.

The criteria specified in **Annexure XI – Technical Evaluation Sheet** shall be applied **only to bidders who satisfy all mandatory eligibility criteria** under Section V.

The marks awarded under Annexure XI are intended to assess the **relative technical capability, experience and financial strength** of eligible bidders. Fulfilment of the minimum eligibility criteria shall not, by itself, entitle a bidder to any marks beyond those specifically provided under the technical evaluation criteria.

The minimum eligibility criteria and the technical evaluation criteria shall not be construed as interchangeable.

To be eligible, the bidder shall satisfy the following requirements.

5.1 Legal Status

The bidder shall be a legally registered entity under applicable law.

Acceptable entities include:

- Proprietorship
- Partnership Firm
- LLP
- Private Limited Company
- Public Limited Company
- Cooperative Society
- Authorized Distributor/Dealer

5.2 GST Registration

The bidder shall possess a valid GST Registration Certificate.

5.3 Permanent Account Number

The bidder shall possess a valid PAN issued by the Income Tax Department.

5.4 FSSAI Registration

Bidders supplying food articles shall possess a valid FSSAI Registration/License appropriate to their business.

5.5 Experience

The bidder should have at least **three years' experience** in supplying food articles to Government Departments, Autonomous Bodies, Educational Institutions, Hospitals, Hotels, Hostels, or similar organizations.

Copies of purchase orders or work completion certificates shall be enclosed.

5.6 Financial Capacity

The bidder shall have an average annual turnover of not less than **₹15 lakh** during the last three completed financial years.

A Chartered Accountant's certificate or audited financial statements shall be submitted.

5.7 Local Presence

The bidder shall have a functional office, warehouse, retail outlet, or distribution facility in **Lucknow district or adjoining districts**, so that timely deliveries can be ensured.

5.8 Non-Blacklisting

The bidder shall submit an affidavit declaring that it has not been blacklisted, debarred, or declared ineligible by any Central Government, State Government, PSU, Autonomous Body, or Local Authority during the last five years.

5.9 Statutory Compliance

The bidder shall comply with all applicable laws relating to food safety, taxation, labour, weights and measures, and environmental protection.

5.10 Disqualification

A bidder shall be liable for rejection if:

- false information is furnished;
- forged documents are submitted;
- eligibility criteria are not met;
- the bidder has been blacklisted by a Government agency;
- there is a conflict of interest affecting fair competition.

SECTION VI

SCOPE OF WORK

6.1 Objective

The objective of this Annual Rate Contract is to ensure uninterrupted supply of quality food articles and allied consumables required for preparation of meals for trainees staying at the RCUES Trainees' Hostel.

6.2 Nature of Requirement

The hostel provides boarding facilities only to trainees attending training programmes conducted by RCUES.

The supplier shall supply food articles required for preparation of breakfast, lunch, dinner and tea/snacks in accordance with Purchase Orders issued by RCUES.

6.3 Items Covered

The contract shall cover, inter alia:

- Cereals and flours
- Pulses
- Edible oils and ghee
- Spices and condiments
- Dairy products
- Bread and bakery products
- Fruits and vegetables
- Sweets
- Packaged food items
- Commercial LPG cylinders

6.4 Supply on Demand

Supplies shall be made **only against written Purchase Orders** or authorised electronic communication issued by RCUES.

The quantities mentioned in the BOQ are indicative only.

6.5 No Minimum Quantity Guarantee

The Annual Rate Contract **does not guarantee any minimum quantity or minimum value of procurement**.

The successful bidder shall not claim compensation on account of lower procurement than the estimated quantities.

6.6 Delivery Requirements

The supplier shall ensure timely delivery of ordered goods at the RCUES Trainees' Hostel store within the timelines specified in the Purchase Order or the delivery schedule in this tender.

6.7 Quality

All goods shall conform to:

- FSSAI standards;
- applicable AGMARK/BIS specifications (where relevant);
- Specifications prescribed in Section VII of this tender.

Only fresh, hygienic, and unadulterated food articles shall be supplied.

6.8 Rejection of Goods

RCUES reserves the right to reject goods found to be:

- expired,
- damaged,
- contaminated,
- adulterated,
- inferior in quality,
- or not conforming to the prescribed specifications.

Rejected goods shall be replaced by the supplier at no additional cost within the stipulated replacement period.

SECTION VII

TECHNICAL SPECIFICATIONS OF GOODS

7.1 General Requirements

7.1.1 The supplier shall supply only fresh, hygienic, wholesome and unadulterated food articles conforming to the provisions of the **Food Safety and Standards Act, 2006** and regulations framed thereunder.

7.1.2 All food articles shall conform to applicable **FSSAI**, **AGMARK**, **BIS**, **Legal Metrology**, and other statutory standards, wherever applicable.

7.1.3 All packaged products shall bear the following information:

- Name of Manufacturer
- Batch Number
- Date of Manufacture
- Date of Packing
- Best Before/Expiry Date
- Net Quantity
- Maximum Retail Price (MRP)
- FSSAI Licence Number

7.1.4 RCUES reserves the right to verify the authenticity of any product directly from the manufacturer.

7.2 Dry Groceries & Staples

The supplier shall supply premium quality food grains free from insects, fungus, stones, dust, foreign matter, foul smell or infestation.

The following items shall conform to the prescribed standards:

Item	Specification
Rice	Clean, aged, long grain/semi-basmati, uniform size, free from broken grains beyond permissible limits
Wheat Flour	Freshly milled whole wheat atta with no adulteration
Pulses	Machine cleaned, unpolished, free from weevils and foreign particles
Besan	Pure gram flour, fresh, free from rancidity
Sugar	White sulphur-free refined sugar
Salt	Iodized edible salt
Tea	Branded premium CTC tea
Edible Oil	Refined edible oil conforming to FSSAI standards
Pickles	Branded hygienically packed products
Papad	Branded urad or moongpapad
Spices	Pure spices without artificial colouring or adulteration

7.3 Dairy Products

Milk and milk products shall be obtained from licensed dairies.

Item	Specification
Milk	Fresh pasteurized toned/full cream milk in sealed poly packs
Paneer	Fresh, soft, white, free from sour odour
Butter	Branded butter in original sealed pack
Curd	Fresh set curd free from excessive sourness

Khoya	Fresh khoa prepared from pure milk

Milk products shall not be supplied beyond their expiry period.

7.4 Fresh Vegetables

Vegetables supplied shall:

- be fresh
- free from decay
- free from insect infestation
- properly cleaned
- free from excessive mud
- free from cuts and bruises

Wilted or damaged vegetables shall not be accepted.

Leafy vegetables shall be harvested within reasonable time before delivery.

Seasonal vegetables shall be supplied according to availability unless otherwise specified.

7.5 Fruits

Fruits shall be:

- fresh
- ripe
- clean
- free from bruises
- free from fungal infection
- free from insect damage

Only market-grade quality fruits shall be supplied.

Over-ripe or under-ripe fruits shall be rejected.

7.6 Sweets

Sweets supplied shall:

- be freshly prepared
- comply with FSSAI standards
- contain no artificial or prohibited colours
- be free from rancidity

Common sweets include:

- GulabJamun

- Rasgulla
- Barfi

RCUES may require preparation on the same day of delivery.

7.7 Bakery Products

Bread and bakery products shall be supplied in original manufacturer's sealed packs.

Products shall have at least **75% of the declared shelf life remaining** at the time of delivery.

7.8 Packaged Food Articles

All packaged items shall:

- be in unopened original packs
- not exceed MRP
- possess valid batch numbers
- have adequate remaining shelf life

Tampered packages shall be rejected.

7.9 Commercial LPG Cylinders

The supplier shall provide standard **19 kg Commercial LPG Cylinders** supplied by authorized Oil Marketing Companies.

Cylinder seals shall be intact.

No damaged cylinder shall be accepted.

Delivery shall be accompanied by cash memo/invoice indicating prevailing OMC price and approved handling charges.

7.10 Approved Brands

Where brands are mentioned in the BOQ, equivalent brands of equal or superior quality may be accepted with prior approval of RCUES.

SECTION VIII

DELIVERY, INSPECTION AND QUALITY ASSURANCE

8.1 Delivery Schedule

The supplier shall deliver goods at the RCUES Trainees' Hostel Store.

Indicative timelines shall be as follows:

Category	Delivery Requirement
Dry Grocery	Within 48 hours of Purchase Order
Milk	Daily before 6:30 AM
Vegetables	Daily before 7:00 AM
Fruits	Daily/As ordered
Sweets	Same day as ordered
LPG	Within 24 hours

Emergency supplies shall be arranged within four hours wherever required.

8.2 Delivery Challan

Every delivery shall be accompanied by:

- Invoice
- Delivery Challan
- Batch details (where applicable)
- Quantity supplied

8.3 Inspection

Inspection shall be carried out by the Hostel Manager/Care taker or an officer authorized by RCUES.

Inspection shall include:

- Quantity verification
- Quality assessment
- Freshness
- Packaging condition
- Shelf life
- Brand verification

Acceptance of goods shall be recorded in the Stock Register.

8.4 Sampling

RCUES reserves the right to draw samples of any food article for laboratory testing whenever considered necessary.

The cost of testing, where goods fail prescribed standards, shall be recoverable from the supplier.

8.5 Rejection of Goods

Goods shall be rejected if found:

- stale
- spoiled
- adulterated
- expired
- damaged
- underweight
- not conforming to specifications

8.6 Replacement

Rejected goods shall be replaced:

- Perishable goods – within **2 hours**
- Dry grocery – within **24 hours**

Failure shall attract action under the Risk Purchase Clause.

8.7 Hygiene

Delivery personnel shall maintain proper hygiene.

Food shall be transported in clean covered vehicles.

Milk and paneer shall be transported under suitable temperature-controlled conditions wherever required.

SECTION IX

GENERAL CONDITIONS OF CONTRACT

9.1 Annual Rate Contract

The contract shall be an Annual Rate Contract valid for one year.

No minimum procurement is guaranteed.

9.2 Rates

Rates quoted shall remain firm during the contract period except where the tender specifically provides a price adjustment mechanism.

9.3 Taxes

Rates shall be exclusive of GST unless otherwise specified.

GST shall be paid as applicable under law.

Any change in GST during the contract period shall be regulated in accordance with Government notifications.

9.4 Purchase Orders

Supplies shall be made only against Purchase Orders issued by RCUES.

9.5 Risk Purchase

If the supplier fails to deliver within the stipulated period, RCUES may procure the goods from alternative sources.

Any additional expenditure incurred shall be recovered from the defaulting supplier.

Such action shall not prejudice other remedies available under the contract.

9.6 Force Majeure

Neither party shall be liable for failure to perform contractual obligations due to circumstances beyond reasonable control, including:

- Natural disasters
- Flood
- Earthquake
- Fire
- War
- Civil unrest
- Government restrictions
- Epidemics or pandemics

The affected party shall notify the other party within seven days.

9.7 Fraudulent Practices

Submission of false documents or misrepresentation shall lead to rejection of the bid and may result in blacklisting.

9.8 Termination

RCUES may terminate the contract for:

- repeated poor quality;
- delay in supplies;
- insolvency;
- breach of contract;
- fraudulent practices.

9.9 Jurisdiction

Courts at Lucknow alone shall have jurisdiction over disputes arising under this contract.

SECTION X

PAYMENT TERMS

10.1 Billing

The supplier shall submit bills on a **monthly basis** or at such intervals as specified by RCUES.

10.2 Supporting Documents

Bills shall be accompanied by:

- Tax Invoice
- Delivery Challans
- Stock Receipt Certificates
- Purchase Order references

10.3 Verification

Bills shall be verified by the Hostel Manager and certified by the authorized officer before payment.

10.4 Payment Period

Payment shall ordinarily be released within **30 days** from receipt of complete and correct bills, subject to availability of funds and satisfactory verification.

No interest shall be payable on delayed payments.

10.5 GST

GST shall be paid only if:

- the supplier possesses valid GST registration;
- GST is shown separately in the invoice;
- Statutory requirements are fulfilled.

Any statutory deduction shall be made as applicable under law.

10.6 Price Reduction

Amounts recoverable towards penalties, shortages, rejected goods, or risk purchases may be deducted from the supplier's bills.

SECTION XI

PERFORMANCE SECURITY

11.1 Submission

The successful bidder shall furnish Performance Security equivalent to 5% of the Estimated Annual Procurement Value, i.e. ₹1,00,000/- (Rupees One Lakh only).

11.2 Form

Performance Security may be furnished in any one of the following forms:

- Demand Draft
- Fixed Deposit Receipt pledged in favour of RCUES
- Bank Guarantee from a Scheduled Commercial Bank

11.3 Validity

Performance Security shall remain valid throughout the contract period and for **sixty (60) days thereafter**.

11.4 Forfeiture

The Performance Security may be forfeited wholly or partly if the supplier:

- fails to execute the contract;
- abandons the contract;
- repeatedly supplies substandard goods;
- commits breach of contractual obligations;
- is terminated for default.

11.5 Release

Performance Security shall be released after satisfactory completion of the contract, subject to adjustment of any dues recoverable by RCUES.

SECTION XII

PENALTIES, LIQUIDATED DAMAGES & RISK PURCHASE

12.1 General

The supplier shall perform the contract with due diligence, efficiency and promptness. Failure to supply goods in accordance with the contract shall render the supplier liable for penalties as specified herein.

12.2 Delay in Supply

The supplier shall deliver goods within the time specified in the Purchase Order.

In case of delay without justified reasons accepted by RCUES, the following Liquidated Damages (LD) shall apply:

Delay	Penalty
Up to 24 Hours	Written Warning
More than 24 Hours	0.5% of the value of delayed goods per day
Maximum Penalty	10% of the value of delayed goods

The imposition of penalty shall not relieve the supplier from completing the supply.

12.3 Delay in Supply of Perishable Items

Since milk, vegetables, fruits, paneer and sweets are required for daily meal preparation, failure to supply within the prescribed schedule may disrupt hostel operations.

If such failure occurs, RCUES may procure the required items from the open market.

The additional expenditure incurred shall be recoverable from the supplier.

12.4 Replacement of Rejected Goods

Rejected goods shall be replaced as follows:

Category	Replacement Time
Milk	Within 2 Hours
Vegetables	Within 2 Hours
Fruits	Within 2 Hours

Paneer	Within 2 Hours
Sweets	Within 2 Hours
Dry Grocery	Within 24 Hours
LPG	Within 12 Hours

No additional payment shall be made for replacement.

12.5 Quality Failure

If any supplied item is found:

- adulterated;
- stale;
- expired;
- contaminated;
- damaged;
- underweight;
- infested;
- not conforming to specifications,

RCUES shall reject the goods.

Repeated quality failures may result in termination of the contract.

12.6 Food Safety Violations

If any supplied item causes food poisoning or is declared unsafe by competent authorities:

- immediate suspension of supplies may be ordered;
- the supplier shall replace the affected stock;
- RCUES may recover all consequential expenditure;
- RCUES may terminate the contract.

Nothing in this clause shall prejudice any statutory action under applicable law.

12.7 Risk Purchase

If the supplier fails to supply within the stipulated period or fails to replace rejected goods, RCUES may procure the required goods from alternate sources without further notice.

The following shall be recoverable from the supplier:

- difference in purchase price;
- transportation expenses;
- Incidental expenditure.

Such recovery may be adjusted from pending bills or Performance Security.

12.8 Repeated Defaults

If the supplier commits any of the following on three or more occasions during the contract period:

- delayed delivery;
- supply of inferior goods;
- non-replacement of rejected goods;
- breach of contract,

RCUES may terminate the contract after giving an opportunity to explain.

12.9 Blacklisting

In cases involving fraud, submission of forged documents, deliberate adulteration, or repeated contractual breaches, RCUES reserves the right to recommend blacklisting/debarment of the supplier in accordance with applicable Government procedures.

SECTION XIII

PRICE ADJUSTMENT MECHANISM

13.1 General

The Annual Rate Contract is intended to provide price stability while recognising that certain commodities are subject to market fluctuations.

Accordingly, price adjustment shall apply only to specified categories.

13.2 Dry Grocery

Rates quoted for:

- cereals
- pulses
- flour
- edible oil
- spices
- packaged products

shall remain firm throughout the contract period.

No escalation shall be permitted.

13.3 Dairy Products

Rates for milk, paneer, butter and curd shall remain fixed during the contract period unless there is a Government-notified revision in the ex-factory price by the manufacturer. Any revision shall be supported by documentary evidence and shall require prior approval of RCUES.

13.4 Vegetables

Considering seasonal price fluctuations, the prices of fresh vegetables shall be regulated as follows:

(a) The base rate shall be the prevailing wholesale rate published by the designated wholesale market (e.g., Naveen GallaMandi, Lucknow, or another market notified by RCUES).

(b) The bidder shall quote a fixed percentage **discount** or **service charge** over the applicable wholesale rate.

(c) The quoted percentage shall remain constant throughout the contract period.

(d) RCUES shall pay the applicable wholesale rate adjusted by the quoted discount/service charge.

This mechanism shall apply only to fresh vegetables and shall not apply to packaged or processed products.

13.5 Fruits

Rates for seasonal fruits shall ordinarily remain fixed. However, RCUES may, in exceptional circumstances involving significant market fluctuations, permit revision based on prevailing wholesale market rates supported by documentary evidence and approved by the Competent Authority.

13.6 Commercial LPG

The price payable for each **19 kg Commercial LPG Cylinder** shall comprise:

Applicable Retail Selling Price notified by the concerned Oil Marketing Company on the date of supply

Plus

The fixed handling/service charge quoted by the successful bidder.

No escalation in the handling/service charge shall be permissible during the contract period.

13.7 Taxes

Any statutory variation in GST shall be regulated in accordance with Government notifications.

SECTION XIV

DISPUTE RESOLUTION & ARBITRATION

14.1 Amicable Settlement

The parties shall make every effort to resolve disputes amicably through mutual consultation.

14.2 Arbitration

If any dispute remains unresolved, it shall be referred to arbitration in accordance with the provisions of the **Arbitration and Conciliation Act, 1996**, as amended from time to time.

The sole Arbitrator shall be appointed by the Director, RCUES Lucknow.

The decision of the Arbitrator shall be final and binding upon both parties.

14.3 Venue

The place of arbitration shall be **Lucknow (Uttar Pradesh).**

Proceedings shall be conducted in English.

14.4 Jurisdiction

Subject to arbitration, the Courts at **Lucknow** alone shall have exclusive jurisdiction over matters arising out of this contract.

SECTION XV

BILL OF QUANTITIES (BOQ)

Financial Bid Evaluation Methodology

15.1 General

Financial Bids of only those bidders who are declared technically responsive shall be opened and evaluated by the Tender Evaluation Committee constituted by RCUES, Lucknow.

15.2 Basis of Evaluation

The quantities indicated in the respective Financial Bid Schedules are **indicative quantities** prepared solely for the purpose of financial evaluation and comparison of bids. These quantities do not constitute any commitment or guarantee of procurement by RCUES during the contract period.
For evaluation purposes, the quoted unit rates shall be multiplied by the indicative annual quantities specified in the respective schedules to arrive at the **Evaluated Schedule Value**.

Formula:
Evaluated Schedule Value = Indicative Annual Quantity × Quoted Unit Rate

Where GST is quoted separately, evaluation shall be carried out in accordance with the applicable procurement rules and the provisions stated in this tender.
Financial Bids shall be evaluated on the basis of the **basic quoted rates exclusive of GST**. GST shall not be considered for determining the evaluated bid price/L1 and shall be payable separately by RCUES as applicable under prevailing statutory provisions.
For Schedules where unit rates are quoted, the evaluated cost shall be calculated by multiplying the indicative annual quantity by the quoted basic unit rate, exclusive of GST.
For Schedule G – Commercial LPG Cylinders, the evaluated cost shall be calculated separately in accordance with the specific evaluation formula prescribed for Schedule G.
The bidder quoting the lowest evaluated cost for a particular Schedule/Lot shall ordinarily be considered **L1 for that Schedule/Lot**, subject to the provisions of the Tender Document.

15.3 Determination of L1

Each Schedule shall be evaluated **independently**.
The bidder quoting the **lowest evaluated total value** for a particular Schedule, after satisfying all technical, commercial and statutory requirements, shall ordinarily be considered the **Lowest Evaluated Responsive Bidder (L1)** for that Schedule.
RCUES reserves the right to award one or more schedules to different bidders in the interest of economy, competition and efficient supply management.

15.4 Mathematical Corrections

In case of any discrepancy between the unit rate and the total amount, the **unit rate shall prevail**, and the total amount shall be corrected accordingly.
Errors in arithmetic shall be corrected by the Tender Evaluation Committee before determination of the evaluated bid value.

15.5 Abnormally Low or High Rates

If any quoted rate is found to be abnormally low or abnormally high in comparison with prevailing market rates or the rates quoted for similar items, RCUES may seek written clarification from the bidder.
Failure to provide a satisfactory explanation may render the bid liable to rejection in accordance with the applicable procurement rules.

15.6 Right of Acceptance

RCUES reserves the right to:

- accept or reject any or all bids;
- accept one or more schedules independently;
- negotiation, if any, shall be only as permissible under applicable procurement rules and ordinarily with the eligible L1 bidder.
- split the award amongst different bidders, if considered necessary in the interest of the institution;
- reject bids that are non-responsive or do not substantially comply with the requirements of the tender.

The decision of RCUES in the evaluation and award of the contract shall be final and binding.

SECTION XVI: ANNEXURES

ANNEXURE – I

LETTER OF TECHNICAL BID

(To be submitted on the Letterhead of the Bidder)

Date: ___________

To

The Director
Regional Centre for Urban & Environmental Studies (RCUES)
Adjacent to Registrar's Office
Lucknow University Campus
Lucknow – 226007

Subject:

Submission of Technical Bid for Annual Rate Contract (ARC) for Supply of Food Articles, Dairy Products, Fruits & Vegetables, Sweets and Commercial LPG Cylinders for RCUES Trainees' Hostel.

Sir,
Having examined the Tender Document, we hereby submit our Technical Bid.
We certify that:

1. We have carefully read and understood all terms and conditions of the Tender.
2. We accept all the conditions without any deviation.
3. The information furnished by us is true and correct.
4. We understand that any false information may lead to rejection of our bid.
5. We undertake to supply the goods strictly in accordance with the Tender specifications.
6. We agree to keep our bid valid for 120 days from the date of opening of the Technical Bid.

We enclose all documents required under the Tender.
Yours faithfully,
(Signature)
Name
Designation
Seal of Firm

ANNEXURE – II

BIDDER INFORMATION FORM

Particular	Details
Name of Firm	
Constitution (Proprietorship/Partnership/LLP/Company etc.)	
Registered Office Address	
Correspondence Address	
Contact Person	
Mobile Number	
Telephone Number	
Email Address	
Website (if any)	
GSTIN	
PAN	
FSSAI Licence Number	
UDYAM/MSME Registration (if applicable)	
Bank Name	
Branch	
Account Number	
IFSC Code	
Name of Authorized Signatory	

Certified that the above information is true and correct.

(Signature & Seal)

ANNEXURE – III

DETAILS OF SIMILAR SUPPLY EXPERIENCE

Sl. No.	Name of Organisation	Nature of Supply	Contract Value (₹)	Contract Period	Contact Person	Phone Number
1						
2						
3						
4						

Attach copies of Work Orders/Completion Certificates.

ANNEXURE – IV

ANNUAL TURNOVER CERTIFICATE

(To be issued by a Chartered Accountant)

This is to certify that M/s ___________________________ has achieved the following turnover during the last three financial years.

Financial Year	Turnover (₹)
2023–24	
2024–25	
2025–26	

Average Annual Turnover:

₹ ________________________

This certificate is issued based on the books of accounts and records produced before us.

Date:

Place:

(Chartered Accountant)

Membership Number

Firm Registration Number

Seal

ANNEXURE – V

DECLARATION REGARDING NON-BLACKLISTING

(To be submitted on ₹100 Non-Judicial Stamp Paper)

I/We ______________________________ hereby solemnly declare that:

1. Our Firm has not been blacklisted, debarred or suspended by any Central Government Department, State Government Department, PSU, Autonomous Body or Local Authority during the last five years.
2. No criminal proceedings relating to food adulteration or fraudulent supply are pending against the Firm.
3. The information furnished in this declaration is true.

In case any information is found false, RCUES shall be at liberty to reject our bid and take action as deemed fit.

Date

Place

(Signature)

Seal

ANNEXURE – VI

DECLARATION OF ACCEPTANCE OF TENDER CONDITIONS

I/We hereby declare that:

- We have carefully read the Tender Document.
- We have understood all terms and conditions.
- We agree to comply with all provisions of the Tender.
- We shall abide by the decisions of RCUES.
- We shall not seek any modification after submission of the bid.

We accept the Tender conditions in their entirety.

(Signature)

Seal

ANNEXURE – VII

INTEGRITY DECLARATION

I/We declare that:

- We shall observe the highest standards of ethics.
- We shall not indulge in bribery or corruption.
- We shall not enter into collusive arrangements with other bidders.
- We shall not submit forged documents.
- We shall not influence officials of RCUES.

We understand that violation of this declaration may lead to rejection of our bid, termination of contract and blacklisting.

(Signature)

Seal

ANNEXURE – VIII

UNDERTAKING REGARDING QUALITY

We hereby undertake that:

1. All food articles supplied shall conform to FSSAI standards.
2. Only fresh and hygienic products shall be supplied.
3. No expired goods shall be supplied.
4. Goods shall be supplied strictly as per Technical Specifications prescribed in the Tender.
5. RCUES may reject any material not conforming to specifications.
6. We shall replace rejected goods within the stipulated time without claiming additional payment.

(Signature)

Seal

ANNEXURE – IX

FORMAT OF PERFORMANCE SECURITY

(BANK GUARANTEE)

(To be issued by a Scheduled Commercial Bank)

Bank Guarantee No.: ____________

Date: ____________

To
The Director
Regional Centre for Urban & Environmental Studies
Lucknow

WHEREAS

M/s ____________________________

has been awarded the Annual Rate Contract for supply of food articles for RCUES.

NOW THEREFORE,

We __________________________ Bank hereby irrevocably undertake to pay RCUES, on demand, without demur, any sum up to

₹__________________________

being**5% of the Annual Contract Value**.

This Guarantee shall remain valid until____
and shall be enforceable without reference to the Contractor.
This Guarantee shall be governed by the laws of India.
Authorized Signatory
Scheduled Commercial Bank
Seal

Alternative

Performance Security may also be furnished through:

- Fixed Deposit Receipt pledged in favour of Director, RCUES Lucknow

OR

- Demand Draft

ANNEXURE – X

DRAFT AGREEMENT

AGREEMENT

This Agreement is made on this _____ day of __________ 20___

BETWEEN

Regional Centre for Urban & Environmental Studies (RCUES), Lucknow

through its Director

(hereinafter referred to as "RCUES")

AND

M/s _______________________________

(hereinafter referred to as "Supplier")

1. Scope

Supply of food articles, groceries, dairy products, fruits, vegetables, sweets and commercial LPG cylinders under an Annual Rate Contract.

2. Contract Period

One year from_____________________ to______________________________extendable by one year on satisfactory performance.

3. Contract Value

- The Contract shall operate as an Annual Rate Contract.
- No minimum quantity is guaranteed.
- Payment shall be made only for actual supplies accepted by RCUES.

4. Obligations of RCUES

RCUES shall:

- issue Purchase Orders;
- inspect supplied goods;
- certify bills;

- make payment in accordance with the contract;
- provide access for delivery at the Hostel Store.

5. Obligations of Supplier

The Supplier shall:

- supply only approved quality goods;
- comply with delivery schedules;
- replace rejected goods;
- maintain uninterrupted supplies;
- comply with FSSAI and statutory requirements.

6. Quality Standards

Goods shall conform to Technical Specifications contained in Section VII.

7. Inspection

RCUES may inspect all goods before acceptance.

Rejected goods shall be replaced within the stipulated period.

8. Payment

Monthly payments shall be made after verification of supplies and submission of complete invoices, subject to statutory deductions.

9. Performance Security

The Supplier shall furnish Performance Security equivalent to 5% of the Estimated Annual Procurement Value, i.e. ₹1,00,000/- (Rupees One Lakh only)."

10. Risk Purchase

If the Supplier fails to supply goods as required, RCUES may procure the same from alternate sources at the Supplier's risk and cost. Any excess expenditure shall be recoverable from the Supplier.

11. Termination

RCUES may terminate the contract by written notice for:

- breach of contract;
- repeated supply of substandard goods;
- persistent delay in delivery;

- insolvency or liquidation of the Supplier;
- fraudulent or corrupt practices.

12. Force Majeure

Neither party shall be liable for failure to perform due to events beyond its reasonable control, including natural disasters, war, epidemics, or government restrictions. The affected party shall notify the other party in writing within seven days of the occurrence of such event.

13. Arbitration

Disputes shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996 (as amended). The seat and venue of arbitration shall be Lucknow.

14. Jurisdiction

Subject to arbitration, the Courts at Lucknow shall have exclusive jurisdiction.

15. Entire Agreement

This Agreement, together with the Tender Document, Letter of Acceptance, Purchase Orders, Corrigenda and all accepted bid documents, constitutes the entire agreement between the parties.

IN WITNESS WHEREOF

The parties hereto have executed this Agreement on the date first written above.

For RCUES, Lucknow
Name:
Designation:
Signature:
Official Seal
For the Supplier
Name:
Designation:
Signature:
Official Seal
Witnesses

RCUES	**Supplier**
Name:	Name:
Address:	Address:
Signature:	Signature:

ANNEXURE – XI

TECHNICAL EVALUATION SHEET (100 Marks)

Tender No.: URC/614/24/2026-27

A. Legal & Statutory Compliance (Mandatory) (20 Marks)

Sl. No.	Evaluation Criteria	Maximum Marks	Marks Awarded
1	Valid GST Registration	3	
2	PAN Registration	2	
3	Valid FSSAI Licence (appropriate category)	5	
4	Shop & Establishment / Trade Licence	2	
5	MSME/NSIC Registration (if applicable)	2	
6	Acceptance of Tender Conditions, Affidavits & Declarations	6	
Subtotal (A)		**20**	

B. Existence (15 Marks)

Sl. No.	Criteria	Maximum Marks	Marks Awarded
1	3–5 years' experience	5	
2	5-10 years experience	10	
3	Above 10 years experience	15	
Subtotal (B)		**15**	

C. Experience in Supply of grocery items to Government/PSU/Hospitals/Institute (40 Marks)

Sl. No.	Criteria	Maximum Marks	Marks Awarded
1	Two completed/ongoing work orders, each of value more than ₹15 lakh, for supply of grocery/food articles to Government Departments/PSUs/Hospitals/Educational Institutions/Hostels or similar organisations	20	
2	Three completed/ongoing work orders, each of value more than ₹10 lakh, for supply of grocery/food articles to Government Departments/PSUs/Hospitals/Educational Institutions/Hostels or similar organisations	30	
3	Four or more completed/ongoing work orders, each of value more than ₹10 lakh, for supply of grocery/food articles to Government Departments/PSUs/Hospitals/Educational Institutions/Hostels or similar organisations	40	
Subtotal (C)		**40**	

Note:

1. *The value specified above shall be* ***the value of each individual work order****, and shall not be considered on a cumulative basis.*
2. *The work orders should relate to supply of grocery/food articles or substantially similar items.*
3. *Copies of the work orders and, wherever available, corresponding completion/performance certificates shall be submitted as documentary evidence.*
4. ***The work orders shall pertain to the last five financial years preceding the date of issue of the tender.***

D. Financial Capability (25 Marks)

Sl. No.	Criteria	Maximum Marks	Marks Awarded
1	Average Annual Turnover ₹15–25 lakh	5	15
	₹25–50 lakh	10	
	Above ₹50 lakh	15	
2	Positive Net Worth / CA Certificate	5	5
3	Income Tax Returns for last three years	5	5
Subtotal (D)			**25**

GRAND TOTAL

Section	Maximum	Obtained
A	20	
B	15	
C	40	
D	25	
TOTAL	**100**	

Qualifying Criteria

Only bidders securing 70 marks or above out of 100 in the Technical Evaluation shall be declared technically responsive. Financial Bids of only such bidders shall be opened and evaluated further.

ANNEXURE – XII

FINANCIAL BID (BOQ)

Annual Rate Contract (ARC)

For Supply of Food Articles, Dairy Products, Fruits & Vegetables, Sweets and Commercial LPG Cylinders for RCUES Trainees' Hostel

Tender No.: URC/614/24/2026-27

GENERAL INSTRUCTIONS TO BIDDERS

1. The Financial Bid shall be submitted only by bidders whose Technical Bids are found responsive.
2. Rates shall be quoted in **Indian Rupees (₹)**.
3. Rates shall be **exclusive of GST**, unless otherwise specified.
4. GST shall be indicated separately and shall be payable as applicable.
5. Basic rates quoted under this BOQ shall be exclusive of GST. GST shall be indicated separately. For financial evaluation and determination of L1, only the basic rates exclusive of GST shall be considered.
6. For the purpose of financial evaluation and determination of L1, the basic quoted rates exclusive of GST shall be considered. GST shall not form part of the evaluated bid price and shall be payable separately by RCUES as applicable under prevailing statutory provisions.
7. Rates shall include packing, loading, transportation, unloading and delivery at the RCUES Trainees' Hostel Store.
8. No overwriting or correction shall be permitted.
9. The quantities indicated are **estimated annual quantities** only and are meant solely for evaluation purposes.
10. RCUES does not guarantee procurement of the estimated quantities.
11. Payment shall be made only for actual quantities supplied and accepted.
12. Conditional Financial Bids shall be rejected.

SCHEDULE–A: DRY GROCERIES, CEREALS, PULSES & EDIBLE OIL

Sl. No.	Item Description	Preferred Brand / Technical Specification	Unit	02 days Programme Qty.	Approx. Annual Qty.	Basic Rate (₹)	GST (%)	Total Amount (₹)
1	Whole Wheat Atta	Fortune / Shakti bhog or equivalent FSSAI-certified brand	Kg	25 kg	1250 kg			
2	Basmati / Long Grain Rice	India Gate / Daawat or equivalent premium long grain variety	Kg	09 kg	450 kg			
3	Arhar (Toor) Dal	Premium unpolished, bold grains	Kg	06 kg	300 kg			
4	Chana Dal	Premium unpolished	Kg	03 kg	150 kg			
5	Masoor Dal	Premium quality	Kg	03 kg	150 kg			
6	Urad Dal	Premium whole black	Kg	-	25 kg			
7	Rajma (Chitra)	Uniform size, premium quality	Kg	03 kg	150 kg			
8	Kabuli Chana	Large white premium grade	Kg	03 kg	150 kg			
9	Besan	Fortune / Rajdhani or equivalent	Kg	04 kg	200 kg			
10	Refined Soyabean Oil	Fortune / Nature Fresh / Dhara or equivalent	Litre	14 Litre	700 Litre			
11	Mustard Oil	Fortune / Engine / P-Mark or equivalent	Litre	02 Litre	100 Litre			

Sl. No.	Item Description	Preferred Brand / Technical Specification	Unit	02 days Programme Qty.	Approx. Annual Qty.	Basic Rate (₹)	GST (%)	Total Amount (₹)
12	White Granulated Sugar	Sulphur-free, M-grade	Kg	04 kg	200 kg			
13	Iodized Salt	Tata Salt or equivalent	Kg	02 kg	100 kg			
14	Tea Leaves	Tata Tea Premium / Brooke Bond Red Label or equivalent	Kg	1.5 kg	75 kg			
15	Poha	Thick variety, machine cleaned	Kg	03 kg	150 kg			
16	Vermicelli (Seviyan)	Branded, roasted/non-roasted	Kg	-	20 kg			
17	Suji (Semolina)	Premium quality	Kg	-	40 kg			
18	Maida	Premium refined flour	Kg	-	20 kg			
19	Corn Flour	Branded	Kg	-	10 kg			
20	Sago (Sabudana)	Premium quality	Kg	-	15 kg			

Total Schedule–A (Excluding GST): ₹ ____________________

SCHEDULE – B: DAIRY PRODUCTS

Instructions to Bidders

1. Rates shall be quoted **per unit** as specified below.
2. Rates shall be **exclusive of GST**.
3. Rates shall include packing, loading, transportation, unloading and delivery at the RCUES Trainees' Hostel Store.
4. Dairy products shall conform to the Technical Specifications prescribed in **Section VII** of the Tender Document.
5. RCUES does not guarantee procurement of the estimated quantities indicated below. The quantities are provided only for the purpose of bid evaluation.
6. Payment shall be made only for the actual quantities supplied and accepted by RCUES.

Sl. No.	Item Description	Preferred Brand / Technical Specification	Unit	02 days programme Qty.	Approx. Annual Quantity	Basic Rate (₹)	GST (%)	Total Amount (₹)
1	Full Cream Milk	Amul / Parag / Mother Dairy or equivalent FSSAI-certified brand	Litre	14 Litre	700 Litre			
2	Fresh Paneer	Fresh, soft, hygienically packed; Amul / Parag or equivalent	Kg	09 kg	450 kg			
3	Curd (Dahi)	Fresh set curd; branded or equivalent	Kg	10 kg	500 kg			
4	Butter	Amul / Parag / Britannia or equivalent	Kg	300 gm	15 kg			
5	Khoya (Mawa)	Fresh, pure milk khoa; FSSAI compliant	Kg	500 gm	25 kg			

Total Evaluated Value of Schedule–B (Excluding GST): ₹ __________________

SCHEDULE – C: FRESH VEGETABLES

Instructions to Bidders

1. This Schedule shall be governed by the **Price Adjustment Mechanism** specified in Section XIII of the Tender Document.
2. The bidder shall quote **only one percentage (%) discount** (or service charge, if applicable) applicable uniformly to all fresh vegetables listed in this Schedule.
3. The base price shall be the prevailing wholesale rate of the designated wholesale market notified by RCUES (e.g., Naveen GallaMandi, Lucknow).
4. The reference wholesale market shall be notified by RCUES in the Purchase Order.
5. The quoted percentage shall remain firm throughout the contract period.
6. Payment shall be made on the basis of:

   Payable Rate = Payable Rate = Wholesale Rate × (1 − Discount%/100)

   or

   Wholesale Rate × (1 + Service Charge%/100), as applicable.

7. All vegetables shall conform to the Technical Specifications prescribed in Section VII of the Tender Document.

A. Percentage Quote

Particular	Quote
Percentage Discount offered on prevailing wholesale market rates for all vegetables	______%
(If discount is not offered, percentage service charge, if applicable)	______%

B. List of Vegetables Covered Under the Schedule

Sl. No.	Item Description	Unit	02 days Programme Qty.	Indicative Annual Quantity*
1.	Potato	Kg	25 kg	1250 kg
2.	Onion	Kg	20 kg	1000 kg
3.	Tomato	Kg	20 kg	1000 kg
4.	Green Chilli	Kg	1.5 kg	75 kg
5.	Coriander Leaves	Kg	01 kg	50 kg
6.	Ginger	Kg	02 kg	100 kg
7.	Garlic	Kg	500 gm	25 kg
8.	Lemon	Kg	03 kg	150 kg
9.	Cucumber	Kg	06 kg	300 kg
10.	Beetroot	Kg	03 kg	150 kg
11.	Carrot	Kg	04 kg	200 kg
12.	Radish	Kg	04 kg	200 kg
13.	Cauliflower	Kg/Piece	08 piece	400 Piece
14.	Cabbage	Kg/Piece	04 piece	200 Piece
15.	Bottle Gourd (Lauki)	Kg	05 kg	250 kg
16.	Lady Finger (Bhindi)	Kg	08 kg	400 kg
17.	Pointed Gourd (Parwal)	Kg	03 kg	150 kg
18.	French Beans	Kg	01 kg	50 kg
19.	Capsicum	Kg	03 kg	150 kg
20.	Green Peas (Seasonal)	Kg	04 kg	200 kg
21.	Spinach (Palak)	Kg	07 kg	350 kg
22.	Fenugreek (Methi)	Kg	05 kg	250 kg

*Indicative quantities may be inserted based on RCUES's historical consumption for bid evaluation, if desired.

Quality Requirements

The vegetables supplied shall:

- Be fresh, clean and hygienic.
- Be free from decay, fungus, insect infestation and excessive moisture.
- Be of marketable quality suitable for human consumption.
- Be properly sorted and free from stones, mud and foreign matter.

- Be delivered on the day of harvest or procurement, wherever practicable.

Wilted, damaged or spoiled vegetables shall be liable for rejection.

SCHEDULE – D: FRESH FRUITS

Instructions to Bidders

1. Rates shall be quoted **per kg** as specified below.
2. Rates shall be **exclusive of GST**.
3. Rates shall include packing, loading, transportation, unloading and delivery at the RCUES Trainees' Hostel Store.
4. The quantities indicated below are **approximate annual quantities** and are provided only for bid evaluation. RCUES does not guarantee procurement of the indicated quantities.
5. Payment shall be made only for the actual quantity supplied and accepted.
6. Fruits supplied shall conform to the Technical Specifications prescribed in Section VII of the Tender Document.

Bill of Quantities (BOQ)

Sl. No	Item Description	Quality Specification	Unit	02 days Programme Qty.	Approx. Annual Quantity	Basic Rate (₹)	GST (%)	Total Amount (₹)
1	Apple	Fresh, premium table variety, firm and free from bruises	Kg	01 kg	50 kg			
2	Banana	Medium-sized, ripe, clean and free from damage	Dozen	04 Dozen	200 Dozen			
3	Papaya	Fresh, ripe, sweet and free from cuts	Kg	07 kg	350 kg			

Total Evaluated Value of Schedule – D (Excluding GST): ₹ ___________________

Quality Requirements

The fruits supplied shall:

- Be fresh, ripe and fit for human consumption.
- Be free from fungal infection, bruises, cuts, insect infestation and decay.

- Be properly graded, clean and hygienically handled.
- Have adequate shelf life suitable for institutional consumption.
- Be delivered in clean crates or food-grade packaging to prevent damage during transportation.

RCUES reserves the right to reject any fruit found to be over-ripe, under-ripe, damaged, stale or otherwise not conforming to the prescribed quality standards.

SCHEDULE – E: FRESH SWEETS

Instructions to Bidders

1. Rates shall be quoted in **Indian Rupees (₹).**
2. Rates shall be quoted per piece, as per the unit specified in the BOQ.
3. Rates shall be **exclusive of GST**.
4. Rates shall include packing, transportation, loading, unloading and delivery at the RCUES Trainees' Hostel Mess.
5. The quantities indicated are **approximate annual quantities** and are provided only for the purpose of bid evaluation. RCUES does not guarantee procurement of the indicated quantities.
6. Payment shall be made only for the actual quantity supplied and accepted by RCUES.
7. All sweets shall be freshly prepared and shall conform to the Food Safety and Standards Act, 2006 and the Technical Specifications prescribed in Section VII of the Tender Document.

BILL OF QUANTITIES (BOQ)

Sl. No.	Item Description	Quality Specification	Unit	02 days Programme Qty.	Approx. Annual Quantity	Basic Rate (₹)	GST (%)	Total Amount (₹)
1	GulabJamun	Freshly prepared, soft, hygienically packed	Piece	120 Piece	6000 Piece			
2	Rasgulla	Fresh, white, soft and hygienically packed	Piece	120 Piece	6000 Piece			
3	Barfi	Branded/Fresh, premium quality	Piece	120 Piece	6000 Piece			

Total Evaluated Value of Schedule – E (Excluding GST): ₹ ___________________

SCHEDULE – F BAKERY PRODUCTS

Instructions to Bidders

1. Rates shall be quoted in Indian Rupees (₹) per unit specified below.
2. Rates shall be exclusive of GST.
3. Rates shall include packing, loading, transportation, unloading and delivery at the RCUES Trainees' Hostel Store.
4. The quantities indicated are approximate annual quantities and are provided only for bid evaluation. RCUES does not guarantee procurement of the quantities indicated.
5. Payment shall be made only for the actual quantities supplied and accepted.
6. Bakery products shall be supplied in their original manufacturer's sealed packing and shall have a minimum of 75% residual shelf life at the time of delivery.

BILL OF QUANTITIES (BOQ)

Sl. No.	Item Description	Technical Specification / Preferred Brand*	Unit	Indicative Annual Quantity**	Basic Rate (₹)	GST (%)	Total Amount (₹)
1.	Bread (Large Sandwich Loaf)	Britannia / Harvest Gold / Bonn or equivalent	Loaf (400–450 g)	250 Pkt			
2.	Butter Cookies	Britannia Good Day or equivalent	Packet (200–250 g)	150 Pkt			
3.	Salted Crackers	Parle Monaco or equivalent	Packet (200 g approx.)	150 Pkt			
4.	Marie Biscuits	Britannia Marie Gold / Parle Marie or equivalent	Packet (200–250 g)	150 Pkt			
5.	Mixed Fruit Jam	Kissan / Tops or equivalent	Per Kg	50 kg			
6.	Tomato Ketchup	Kissan / Maggi / Heinz or equivalent	Per Kg	50 kg			

Quality Requirements

- The bakery products supplied shall:
- Be fresh and hygienically packed.
- Be sourced from reputed manufacturers or equivalent FSSAI-compliant brands.
- Be free from damage, infestation or moisture.
- Have clearly printed manufacturing date, batch number and expiry date.
- Have at least 75% of the declared shelf life remaining at the time of delivery.
- Be transported in a manner that prevents crushing or contamination.
- Damaged, stale or expired products shall be rejected and replaced immediately at no additional cost to RCUES.

Total Evaluated Value of Schedule – F (Excluding GST): ₹ ___________________

SCHEDULE – G: COMMERCIAL LPG CYLINDERS

Instructions to Bidders

1. The Commercial LPG Cylinders shall be supplied only by an **authorized distributor** of an Oil Marketing Company (Indian Oil Corporation Ltd., Bharat Petroleum Corporation Ltd., or Hindustan Petroleum Corporation Ltd.).
2. The bidder shall **not quote the price of the LPG cylinder**.
3. The bidder shall quote **only the fixed handling/delivery charge** per refill cylinder.
4. The applicable price payable by RCUES shall be:

   Retail Selling Price (RSP) notified by the Oil Marketing Company on the date of supply + Fixed Handling/Delivery Charge quoted by the bidder.

5. The quoted handling/delivery charge shall remain **firm throughout the contract period**.
6. Rates shall include transportation, loading, unloading and delivery to the RCUES Trainees' Hostel kitchen.
7. Payment shall be made only for actual cylinders supplied and accepted.

BILL OF QUANTITIES (BOQ)

Sl. No.	Description	Specification	Unit	Approx. Annual Quantity	Fixed Handling/Delivery Charge (₹/Cylinder)	GST (%)	Total Evaluated Amount (₹)
1	Commercial LPG Cylinder (19 Kg Refill)	Standard 19 Kg Commercial LPG Cylinder supplied by an authorized OMC distributor	Refill Cylinder	60			

Evaluation Formula

Total Evaluated Cost = Indicative Annual Quantity of LPG Cylinders × Quoted Handling Charge per Cylinder

The LPG price notified by the Oil Marketing Company shall not be considered for bid evaluation, as it is uniform for all bidders and subject to periodic revision.

Technical Requirements

The supplier shall ensure that:

1. Only genuine 19 Kg Commercial LPG Cylinders are supplied.
2. Cylinders are duly sealed and free from leakage or damage.
3. Delivery is made within the timelines specified in the Tender.
4. Empty cylinders are collected simultaneously where applicable.
5. Delivery challans and invoices clearly indicate the prevailing OMC Retail Selling Price and the separately quoted handling/delivery charge.

Declaration by the Bidder

I/We certify that:

6. The quoted handling/delivery charge shall remain firm for the entire contract period.
7. The prevailing Retail Selling Price of the Oil Marketing Company shall be charged as applicable on the date of supply.
8. Only genuine Commercial LPG Cylinders shall be supplied through an authorized distributorship.
9. The quoted charge includes transportation, loading, unloading and delivery to the RCUES Trainees' Hostel.

Name of Bidder: ____________________________

Authorized Signatory: ______________________

Designation: _______________________________

Date: _____________________________________

Official Seal: ______________________________

DECLARATION BY THE BIDDER

I/We certify that:

1. The rates quoted are in accordance with the terms and conditions of the Tender.
2. The rates include all costs up to delivery at the RCUES Trainees' Hostel Store, excluding GST where applicable.
3. We understand that the quantities mentioned are indicative only and do not guarantee procurement.
4. We agree to keep the quoted rates valid for the period specified in the Tender.

Name of Bidder: ________________________

Authorized Signatory: ___________________

Designation: ___________________________

Date: _________________________________

Official Seal: __________________________